



CITY OF ROCKVILLE
Purchasing Division
111 Maryland Avenue
Rockville, Maryland 20850-2364
Phone 240-314-8430 Fax 240-314-8439

ADDENDUM 1

DATE: January 31, 2013

REFERENCE: City of Rockville
Request for Proposal:

RFP 17-13
Executive Search Services

Scheduled Submittal Deadline: Friday, February 08, 2013 at 2:00 P.M. (Eastern)

Please note the following additions, revisions, clarifications, corrections and/or deletions have been made to the above referenced Request for Proposal (RFP):

NONE

Additionally, we have received the following questions/comments concerning this Request for Proposal. Responses to these questions are also provided, where additions, revisions, clarifications, corrections and/or deletions found within the City's response are incorporated into this Addendum:

- 1) On page 5 of 26 pages for the RFP 17-13 at letter c it is stated that a proposed timeline with contract award date of March 1 be prepared. What date are you looking at for the offer to be made to the successful candidate?

RESPONSE:

The City expects respondents to propose the most expeditious timeline possible, in accordance with best practices and accepted industry standards. It is highly recommended that timelines be submitted in terms of days and/or weeks to complete proposed milestones of the timeline, in lieu of calendar dates. Likewise, the City expects to make an offer to the successful candidate immediately upon completion of all the milestones leading up to the point of offer.

- 2) Can responses to this RFP be printed double-sided or are they to be on one side of the page only?

RESPONSE:

Yes, responses may be printed either double-sided or single sided.

- 3) Can an appendix be attached with additional information?

RESPONSE:

Yes

Please sign below to acknowledge receipt of addendum and return with your bid.

Sincerely,

Jonathan Pierson, C.P.M.
Acting Purchasing Manager

Company Name

Authorized Signature

Date

JWP/jwp